

INSTRUCTIONS FOR COMPLETION OF APPLICATION FOR A LICENSED PROFESSIONAL COUNSELOR ASSOCIATE (LPCA)

(This is for information only, you must read the law and regulations for all requirements)

To become a Licensed Professional Counselor Associate (LPCA), the following requirements must be met:

1. You must have a Masters, Specialist, or Doctorate Degree in Counseling or related field from a regionally-accredited institution;
2. You must have completed a minimum of sixty (60) graduate semester hours in the following areas:
 - (1) The helping relationship, including counseling theory and practice;
 - (2) Human growth and development;
 - (3) Lifestyle and career development;
 - (4) Group dynamics, process, counseling, and consulting
 - (5) Assessment, appraisal, and testing of individuals;
 - (6) Social and cultural foundations, including multicultural issues;
 - (7) Principles of etiology, diagnosis, treatment, planning, and prevention of mental and emotional disorders and dysfunctional behavior;
 - (8) Research and evaluation; and
 - (9) Professional orientation and ethics;(All appropriate sections of the application must be completed before it is reviewed by the Board.)
3. Complete an organized practicum or internship consisting of at least 400 hours.
4. Complete Section 1 of the application and sign the Affidavit:
5. Complete Section 2 of the application pertaining to your education.
6. Complete Section 3 of the application pertaining to your present employment.
7. Complete Section 5 of the application. Enter the courses that you believe are appropriate to fulfill each of the core areas. Call the university where you completed your counseling degree if you need assistance. List each course only 1 time on the application.
8. The Supervisory Contract(s) is completed by your supervisor(s).
9. Request that an official copy of your graduate transcript(s) be sent from the registrar of each institution directly to the Board (The Board does not accept copies of transcripts or issued to student transcripts).
10. Send a check or money order (no cash) with the application made payable to the Kentucky State Treasurer in the amount of \$50.00. If your application is denied, you will receive a refund of \$25.00.
11. Your application has to be in the office in time to be processed for the Board to review at their next scheduled meeting upon receipt. The Board is scheduled to meet the 3rd Friday of each month, but due to unforeseen circumstances, this may not be possible. You will be notified in writing results of the board's decision. Results will not be given over the phone.